



PROJECT CONTROLLER/SCHEDULER SALARY DEPENDENT ON EXPERIENCE

THE ORGANIZATION

CPS Human Resource Services was created in 1935 as a state agency to improve efficiencies, provide cost-effective services, and advance quality personnel practices to its clients. Today, CPS operates under the same philosophy as a Joint Powers Authority.

CPS is a governmental agency created to assist public employers to develop and enhance human resource programs. CPS is a self-supporting public agency offering a full range of human resource products and services. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning. CPS is operated by a nine member Board of Directors including the City of Anaheim, California State Personnel Board, County of Sacramento, City and County of San Francisco, East Bay Municipal Utility District, State of Wisconsin, City of Las Vegas, County of Sonoma, and Hayward Unified School District. Our vision is to improve Human Resources in the public sector. Core values promote client satisfaction, high quality of work life, and financial returns that assure long-term sustainability. More information on CPS can be found at <http://www.cps.ca.gov/>.

THE POSITION

CPS has been awarded a significant contract by the federal government to assist in the recruiting, screening, testing and hiring of federal employees within the Transportation Security Administration (TSA). This is a large program that will require extensive project controls and support using a variety of software applications and processes. Close collaboration will be required between the CPS Project Team, comprised of CPS staff and other selected vendors, and the Federal government clients.

CPS is seeking an experienced and talented Project Controller/Scheduler to provide supportive project management services under the leadership of the CPS Director of Program Control (DPC). CPS has established 4 regional offices throughout the United States that will receive direction and coordination from the CPS Headquarters Office in Sacramento, CA. It is envisioned that the CPS Madison, WI Office will be the primary worksite but it is anticipated that the selected candidate will also travel with the DPC to multiple locations for project meetings and reviews.

The successful Project Controller/Scheduler candidate will provide direct support to the DPC and perform a variety of supportive project management functions, particularly in the area of project control.

KEY DUTIES

- Using project management software tools such as Microsoft Project Server and Microsoft Project Professional, document and maintain master and sub-project plans including schedule, tasks, milestones, resource assignments and time/expense tracking for a large, geographically dispersed team of CPS and subcontractor personnel.
- Configure and customize project management software programs including determining user requirements; establishing and maintaining multiple remote user accounts; establishing data interfaces; and developing internal and client executive reports.
- Assist the DPC with analyzing and reporting on the required master and sub-project plans to plan, track and display CPS efforts and performance during the contract period.
- Assist with the integration of cost accounting and other plans into the master project schedule to facilitate Earned Value Management (EVM); collect periodic updates and reconcile differences; develop, analyze and report on EVM metrics as directed by the DPC.
- Using office tools such as Microsoft Excel, Microsoft Access, and Visual Basic, develop and produce advanced, customized project reports as requested; work with information technology professionals to determine requirements; develop proposals and implement solutions.
- Assist with development and maintenance of additional project management tools and processes to assist the DPC in overseeing the CPS team efforts and activities. Tools and processes include:
 - Action item collection, assignment, tracking and reporting
 - Issue identification, assignment, and tracking
 - Risk identification, assignment, mitigation and reporting
 - Scope management for the overall contract as well as the sub-contracts with the other CPS team members
 - Project documentation and administration support
 - Communications management support to help ensure that communications within the CPS team are effective and timely
- Assist the DPC in the preparation of contract deliverables, presentations and briefings.
- Assist the DPC in implementing EVM consistent with the American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard 748-2002.
- Provide additional support to the DPC on an as-needed basis.

QUALIFICATIONS

Successful candidates are expected to possess the following:

Ability to:

- Work accurately and effectively amid multiple priorities.
- Quickly develop new skills using Internet-based software applications.
- Coordinate with information technology professionals to establish system configuration and hardware strategies.
- Apply project control principles and practices to effectively manage large amounts of project information.
- Identify obstacles and problems as well as recommend and implement solutions.
- Plan, schedule and complete assigned tasks and efforts with minimal guidance and supervision.
- Work independently and as part of a team.
- Communicate effectively, orally and in writing, with both CPS team members and client staff.

- Maintain a strong customer focus at all times.
- Maintain a polished professional appearance at all times.

Skills:

- Proficiency in MS Windows, MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access); familiarity with Visual Basic.
- Proficiency with MS Project Server and MS Project Professional.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Multi-tasking competencies to manage multiple efforts or projects.
- Computer hardware and software troubleshooting and maintenance to include printers and plotters, personal computers, computer projectors and peripherals.

Knowledge Of:

- Project management processes including initiation, planning, executing, controlling and closing.
- Methodologies and approaches of development, maintenance, analysis and reporting using EVM techniques.
- Telecommunications technology, including Internet connectivity.

Education:

The ideal candidate will possess at least a completed Bachelor's Degree in information systems, computer science, business, engineering, public administration or a related field. Current certification from the Project Management Institute as a Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) is preferred and may substitute for a portion of the required experience (see below). Other completed training programs conferring project management degrees or certifications will also be considered.

If a candidate possesses only an Associate Degree, an outstanding work record and base of experience may satisfy the requirements for a Bachelor's degree. This determination will be made by the CPS Selection Committee.

Experience:

The ideal candidate will possess a minimum of three years of progressively challenging and responsible experience in project scheduling and control that includes maintaining project plans for medium-sized (over \$1 million) contracts. Current certification from the Project Management Institute as a Certified Associate in Project Management (CAPM) may be substituted for one year of this required experience. Alternatively, certification as a Project Management Professional (PMP) may substitute for two years of the required experience. Qualifying experience must clearly demonstrate familiarity with all aspects of the project lifecycle as well as the use of software applications to manage large project scheduling. Additional technical experience configuring information systems software is preferred. Any combination of education, experience and skills that demonstrate the necessary talents and abilities will be considered.

Physical and Mental Requirements:

- Vision sufficient to clearly see computer monitors, displays, charts and written documentation.
- Lifting and physical movement of PCs and equipment may be required on occasion.
- Ability to travel by plane, rail, or auto.

SALARY AND BENEFITS

Salary Range

Salary dependent on experience

Benefits

Insurance – CPS provides health, dental, vision, life and long-term disability plans

Leave – CPS provides a generous leave plan including 16 personal leave days per year (vacation and incidental illness), 6 long-term sick leave days per year (which may be accrued), and 7 regular and 4 floating holidays.

Retirement – CPS is a California Public Employee's Retirement System member with 2% at 55 retirement. CPS also offers a 457 plan. CPS does not participate in Social Security, except for Medicare.

Flexible Spending – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account.

APPLICATION

Qualified candidates may be required to be U.S. Citizens under this contract. Candidates must be able to successfully complete a background check. Interested candidates should submit a detailed resume, including postal and e-mail addresses, educational history, occupational history with dates of employment, salary history and 3 professional references (including present or last employer). For references, please provide name, contact information and the professional relationship with that reference. Letters of reference/recommendation are not desired, nor required. Interested candidates should submit their resumes in a MS Word 6.0 file or Rich Text Format file to:

pmi@cps.ca.gov.

Faxes and/or phone calls will not be accepted.

SELECTION PROCESS

A Screening Committee will review the resumes, contact and select the most qualified candidates to either provide additional information or participate in an oral interview. The application process will remain open until filled. Initial screening is anticipated to occur the week of December 1, 2003.

CPS IS AN AT-WILL/EQUAL OPPORTUNITY EMPLOYER